

COMMUNES ET VILLES UNIES DU CAMEROON - CVUC -
UNITED COUNCILS AND CITIES OF CAMEROON-UCCC -

RULES OF PROCEDURE

Article 1

Pursuant to article 24 of the Statutes of the Association of United Councils and Cities of Cameroon (UCCC), these rules of procedure define and supplement provisions of the said statutes, notably as concerns membership, structures, functioning and financial resources.

Chapter 1

Membership

Article 2

(1) Membership of UCCC shall be subject to a written application by the interested council or city to the National Chairman, with a copy of the relevant council resolution attached.

(2) Membership shall be subject to acceptance of the application, payment of FCFA 100.000 being membership fees and of annual contributions as shall be fixed by the General Assembly, and whose amount may not be lower than 0,5 % of the last approved administrative account.

(3) Payment of registration fees shall entail entitlement to a membership card.

Article 3

(1) A council or a city in Cameroon may apply for UCCC associate member status.

(2) Associate members shall pay membership dues, which shall grant them rights to an associate member's card and to attend general meeting in an advisory capacity.

(3) Associate members shall not pay annual contributions.

Article 4

Resignation shall be subject to the same procedures as for an application for membership. It shall not entail any refunds or compensation.

Article 5

Any member who previously resigned from UCCC may be reinstated as a new member. However, the General Assembly must approve such an application for membership by a simple majority of members present.

Chapter 2

Structures and operation

A) The General Assembly

Article 6

The General Assembly, the highest organ of the Association, shall meet in ordinary and/or extraordinary sessions.

Article 7

The General Assembly shall meet once a year in ordinary sessions.

Article 8

- (1) After approval by the National Executive Committee, the National Chairman shall send to each member invitations to the ordinary General Assembly as well as the agenda, at least one month prior to the meeting,
- (2) Members may forward to the National Executive Committee, up to fifteen days prior to the meeting, any matters they wish to place on the agenda.
- (3) The General Assembly shall examine only matters on its agenda. However, other issues outside its agenda may be examined, if a two-thirds majority of members present deem such issue to be urgent.

Article 9

- (1) A duly convened general assembly meeting shall validly deliberate only if an absolute majority of its members is present.
- (2) Where the quorum specified in paragraph(1) above is not reached, the National President shall convene another meeting, which must take place within forty-five days of the postponed meeting. A session of the General Assembly thus convened shall hold and validly deliberate, irrespective of the number of members present.

Article 10

- (1) Only members who have fully paid up their contributions shall enjoy the rights to vote and to elect or be elected. Each member shall have one vote. Proxies shall be allowed, though no member may hold more than one proxy.
- (2) Verification of powers and proxies shall be effected at the start of the meeting.

Article 11

- (1) Voting at sessions of the General Assembly shall be conducted by secret ballot, except where the assembly decides otherwise.
- (2) Decisions shall be adopted by a simple majority of votes cast. In the event of a tie, the National Chairman shall have a casting vote. Decisions of the General Assembly shall be arrived at through deliberations and shall be enforceable forthwith.

Article 12

The General Assembly of UCC may be convened in extraordinary session, either on the initiative of the National Executive Committee, or at the request of two-thirds of the members of The Association, by a petition signed by their duly elected representatives. Such a session shall be held by the latest thirty days following the request.

Article 13

For extraordinary sessions of the General Assembly, the provisions of articles 9, 10 and 11 above shall be applicable, except as concerns the quorum of the extraordinary General Assembly.

Article 14

- (1) Regional Assemblies of UCCC shall meet two times a year in ordinary session, in the same form and conditions as for the General Assembly.
- (2) Regional Assemblies shall examine action plans and budgets proposed by chairman of the regional executive committees and shall decide on funding for special local and regional interests.
- (3) Regional Assemblies may be convened in extraordinary session in the same form and conditions as the General Assembly,

B) The National Executive Committee

Article 15

(1) The National Chairman of UCCC shall convene and chair meetings of the National Executive Committee and the General Assembly. He shall ensure order at meetings.

(2) The National Chairman shall represent the Association in all acts of civil life, In that connection, he shall be empowered notably to :

a) Represent the Association in relation with public authorities;

b) Institute legal proceedings on behalf of the Association;

(3) He shall negotiate and sign all agreements and conventions that relate to the purpose of the Association and submit them for ratification to the General Assembly.

(4) He shall prepare the draft action plan and budget of the Association, in conjunction with the Secretary General and the General Treasurer.

(5) He shall authorize expenditure and sign any relevant commitment instrument.

(6) He shall countersign checks and other payment orders.

(7) He shall organize and pilot the administrative secretariat of the Association.

(8) He shall pilot activities of technical commissions.

(9) He shall present a moral report on the Association at the General Assembly each year.

(10) The Chairman may delegate certain powers to the Vice Presidents or other members of the National Executive Committee.

(11) If necessary, the Chairman of UCCC shall be empowered to, after consulting the National Executive Committee, take appropriate steps in the best interests of the best interests of the Association, provided that he shall later report to the General Assembly.

Article 16

In the absence of the National Chairman, a Vice Presidents selected in accordance with the order of precedence shall replace him,

Article 17

Under the authority of the National President, the Secretary General, assisted by the Vice Secretary Generals, shall provide secretariat services at meetings of the National Executive Committee and the General Assembly. In that connection, the Secretary General shall prepare minutes and reports of the aforementioned meetings and preserve same. Furthermore,

a) He shall receive mail and ensures their dispatch;

b) He shall draft correspondence and ensure their dispatch;

c) He shall inform members in writing of dates of meetings;

d) He shall coordinate activities of the administrative secretariat and technical commissions.

Article 18

The Treasurer-General shall be the accounting officer of the Association. Two Vice-Treasurers, who shall act as his authorized representatives, shall assist him.

In this regard, the Treasurer-General shall ensure that revenue is collected and disbursements are effected in accordance with expenditure commitments made by the National Chairman,

a) He shall set up and keep the accounts of the Association.

b) He shall handle monies of the Association.

c) He shall keep accounts of the finances and assets of the Association.

d) He shall keep accounts of stocks and property of the Association.

e) He shall consolidate the accounts of regional committees.

Article 19

The Chairman of the National Executive Committee shall appoint chairman of technical committees, after consulting the National Executive Committee. Each technical committee shall appoint its reporter.

Article 20

(1) Regional bodies of the Association shall be branches of national ones. Therefore, the various duties and functions shall be carried out in the same form and conditions as the national level, by a general assignment of authority.

(2) For the purpose of implementing their own special programmes of action, the National Executive Committee shall allot to all regional executive committees a global functioning budget equivalent to the half of total contributions collected for that year. Such allocation shall be shared equally between all regional committees.

Chapter 3

Discipline

Article 21

(1) Members of the Association shall be bound, as individuals, to generally comply with the statutes, rules of procedures and commitments arising there from.

(2) Any member who violates the principle cited in paragraph (1) above shall be liable to the following disciplinary actions : warning; reprimand; suspension ; exclusion.

Article 22

The National Executive Committee shall issue a warning to ;

- a) members with outstanding to contributions of up to three months ;
- b) members who, though duly invited, fail t attend meetings of organs of The Association;
- c) regional organs that fail to hold their statutory meetings.

Article 23

The National Executive Committee shall reprimand :

- a) members with outstanding annual contributions of up to three months ;
- b) members who, though duly invited, fail to attend meetings of organs of the Association ;
- c) regional organs that fail to hold their statutory meetings.

Article 24

Suspension and exclusion shall be decisions, which lie within the purview of the General Assembly, to be taken in case a member's offence threatens, in a serious and enduring manner, the best interest of the Association.

Article 25

(1) The General Assembly may decide to exclude a member, in particular :

- a) for non-payment of the annual contribution one year their due date and failing to heed, thirty days after receipt thereof, an official notice from the National Executive Committee;
- b) where there is a vacancy consequent upon the suspension or dissolution of a municipal council by the competent administrative authority;
- c) where more than half of the members of municipal council have resigned.

- (2) The General Assembly may decide to exclude a member, in particular:
- a) for failing to pay its contribution after more than two years from due date;
 - b) when a member resigns ;
 - c) when a member is struck off the roll for a serious offence ;
 - d) where councils merge together.

Chapter 4

Transitional and Final provisions

Article 26

The Association's budget shall begin on 1 January and end 31 December of each year.

Article 27

Members who appear before the General Assembly for disciplinary reasons may be punished only after exercising their right of defence in respect of the offence for which they are accused.

Article 28

In the event of misappropriation of the Association's funds or property, the authorized agent shall be liable under civil law, while the accused representative shall bear the criminal responsibility.

Article 29

Membership for those councils or cities which participated in the constituent General Assembly and membership in the National Executive Committee, for those elected by the aforementioned assembly, shall become effective only after such members, within a maximum of 45 days, fully complied with the provisions of article 2 (1) above.

Article 30

All matters not provided for under these rules of procedure shall be decided by, at least, a two-thirds majority of members present and voting at a session of the General Assembly.

Done at Yaounde, 14 May 2005 The Constituent General Assembly